



## APPLICATION TO MAKE VOLUNTARY CONTRIBUTIONS CIVIL SERVICE RETIREMENT SYSTEM

To avoid delay:  
(1) Read carefully the instructions below and the information on the attached page;  
(2) Typewrite or print in ink;  
(3) Complete application in full.

1. Name (Last, first, middle)		2. Date of birth (Month, day, year)	3. List all other names you have used (Including maiden name, if applicable)		
4. Address (Number, street, city, state, and ZIP code)			5. Department or Agency (Including bureau, branch, or division where employed)		
			6. Location of employment (City, state, and ZIP code)		
			7. Title of present position	8. Social Security Number	
9a. Do you have any civilian government service during which no Civil Service Retirement deductions were taken from your salary?		<input type="checkbox"/> Yes <input type="checkbox"/> No	9b. Have you made a deposit to the Civil Service Retirement and Disability Fund to cover this no-deduction service?		<input type="checkbox"/> Yes <input type="checkbox"/> No
10a. Do you have any service during which Civil Service Retirement deductions were taken from your salary and later refunded to you?		<input type="checkbox"/> Yes <input type="checkbox"/> No	10b. Have you made a deposit to the Civil Service Retirement and Disability Fund of the amount refunded to you?		<input type="checkbox"/> Yes <input type="checkbox"/> No
11a. Have you ever made voluntary contributions before and later received a refund of them?		<input type="checkbox"/> Yes <input type="checkbox"/> No	11b. Have you since been separated from the government service for a period of more than 3 calendar days?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer to question 9b, 10b, or 11b is "NO", do not file this application. See Eligibility Instructions below.			Agency Certification		
I hereby apply to make voluntary contributions to the Civil Service Retirement and Disability Fund for the purpose of purchasing additional annuity at retirement and certify that I am currently employed in a position subject to the Civil Service Retirement System or I am an applicant for Civil Service retirement.			I certify that the applicant is currently employed by the agency shown below in a position subject to the Civil Service Retirement System.		
			Agency Address		Signature
					Official Title
			Applicant's signature (Do not print)		Date

### INSTRUCTIONS

#### Eligibility

- Voluntary contributions may be made **only** if you are an employee who is serving under the Civil Service Retirement System or a former employee who is an applicant for retirement under the Civil Service Retirement System. You are not eligible if you are serving under the Federal Employees' Retirement System.
- You must not owe a deposit for non-deduction service or a redeposit for refunded retirement deductions. Application to Make Deposit or Redeposit (Standard Form 2803) may be obtained from your employing agency.
- If you have previously been paid a refund of voluntary contributions, you must have been separated from Government employment for more than 3 calendar days before you can again make voluntary contributions.

#### Limit on Contributions

Your total voluntary contributions cannot exceed 10 percent of the total of your basic civilian salary received during your Federal career.

#### Filing of Application

If you are an employee, you must submit the completed form to your agency personnel office which must complete the agency certification box and forward your application to the Office of Personnel Management. If you are already separated for retirement and are waiting for your retirement application to be approved, no agency certification is needed and you should send the application directly to the Office of Personnel Management. Send the application to the following address: Office of Personnel Management, Employee Service and Records Center, Boyers, PA 16017. **Do not** send any payment with this application; if you do it will be returned. OPM will send full instructions on how to make deposits once your application is accepted.

#### Additional Information

Important information regarding voluntary contributions is provided on the attached sheet. It is important that you read and understand this information before you make application. Further information, if needed, may be obtained from the personnel office of the agency in which you are employed. If this source of information is not available to you, contact the Office of Personnel Management, Retirement and Insurance Group, Washington, D.C. 20415.